



Scott Walker, Governor  
Dave Ross, Secretary

## UNDERGROUND TANK SYSTEM INSTALLER CERTIFICATION

### **Your application will not be processed or will be delayed unless you:**

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

**Send application and payment to:** State of Wisconsin, Department of Safety & Professional Services- Trades Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

**Office location:** State of Wisconsin, Department of Safety & Professional Services, Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

**All other correspondence:** Wisconsin Department of Safety & Professional Services, Trades Credentialing, P.O. Box 7082, Madison, WI 53707 Phone: 608-266-2112, TTY: *Contact Through Relay* or by email at: [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov)

**Application and Exam Fee (nonrefundable): \$35.00** class code 7636

Make checks payable to: State of WI – DPS. The fee consists of a \$20 application fee and an exam fee of \$15. When the exam is passed, the applicant will be asked to pay a \$50 credential fee. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 2 years from the date of issuance.

**Reason for Credential:** No person may install an underground tank system which is to hold flammable or combustible liquids unless the person holds a credential issued by the department as a certified Underground Tank System Installer or the person is under the direct supervision of another person who holds a credential issued by the department as a certified Underground Tank System Installer.

**Requirements of Credential:** A person who installs or supervises the installation of tanks as a certified underground tank system installer shall be present at the job site for at least all of the following activities:

- Preinstallation tank system testing.
- Inspection and repair of coatings.
- Placing of bedding material and the setting and bedding of tanks.
- Backfilling operations and compacting of backfill around tanks and piping.
- Installation of corrosion protection systems.
- Installation and testing of all connections and tank-related piping including vapor recovery, vents and supply pipes.
- Installation of leak detection devices and any monitoring wells.
- Testing of tanks and piping both prior to and after backfilling.
- Installation of pumps and dispensers.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

**Are you a Veteran?**

**Are you requesting a waiver of your initial credentialing fee?**

☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

Your application fee of \$20 will be waived now and your credential fee will be waived once you pass the exam. **You must submit \$15 for the exam fee at this time.**

☐ No Submit the fee of \$35.

**You may contact DVA at 1-800-WisVets or [www.WisVets.com](http://www.WisVets.com) for assistance in obtaining your DVA Voucher Code.**

**Qualifications for Examination:** In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover:

**Underground Tank Installer:**

- ❖ SPS 310 – Flammable, Combustible and Hazardous Liquids Code
- ❖ SPS 305 – License, Certification and Registration
- ❖ NFPA 30 – Flammable and Combustible Liquids Code
- ❖ NFPA 30A – Code for Motor Fuel Dispensing Facilities and Repair Garages
- ❖ PEI 100 – Recommended Practices for Installation of Underground Liquid Storage Systems

The exam is open book. Copies of current code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. Copies of NFPA standards are available from the National Fire Protection Association @ (800) 344-3555. Copies of PEI standards are available from the Petroleum Equipment Institute at (918) 494-9696. Copies of API standards are available from the American Petroleum Institute at (202) 682-8375.

**To schedule an upcoming exam:**

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at [DSPSSBCredentialing@wi.gov](mailto:DSPSSBCredentialing@wi.gov)

**Select one\*: AM (Starts at 8 a.m.) ☐ or PM (Starts at 1 p.m.) ☐**

\*some plumbing exams have 2 parts so you will be scheduled for both the AM **and** the PM session when taking both parts

**Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072**

**2013** October 15 ☐ November 19 ☐ December 18 ☐

**2014** January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐  
July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

**Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701**

**2013** December 3 ☐  
**2014** February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

**Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914**

**2013** November 5 ☐  
**2014** January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐

**Education Hours Required to Renew:** The renewal of a certification as an Underground Tank System Installer which has an expiration date after December 31, 1999 shall be contingent upon the installer obtaining at least 12 hours of acceptable continuing education at least three months prior to the expiration date of their credential. A person who holds a certification as an underground tank system installer may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.